

RG 104, 8NS-104-94-077
Box 3

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994

1960 Organizational Chart, U.S. Mint, Denver, Colo.

UNITED STATES MINT - DENVER, TREASURY DEPT.
July, 1960

OFFICE OF THE SUPERINTENDENT

In charge of all Mint activities and responsible to
the Director of the Mint, Washington, D. C.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Superintendent	GS-301-15
1	Asst. Supt. & Chief Clerk	GS-301-14
1	Assistant Chief Clerk	GS-301-11
2	Secretary (Stenography)	GS-318-4

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-15	1
GS-14	1
GS-11	1
GS-4	2
Total	5

PERSONNEL DIVISION

Responsible for the administration of personnel activities.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Personnel Officer	GS-201-10
1	Personnel Clerk (Steno.)	GS-203- 5

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-10	1
GS- 5	1
Total	2

FIRST AID

Responsible for administering first aid and care to sick and injured employees. Calls physician when services are required.

<u>No. of Pos.</u>	<u>Title .</u>	<u>Class</u>
1	Head Nurse (General)(Emergency Rm.)	GS-610-7

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-7	1
Total	1

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CASH & DEPOSITS DIVISION

Receives, stores and ships new coin; has custody of refined gold bars; receives and processes uncurrent coin, casts fine gold deposits into fine bars; calculates, makes payment for deposits and minor coinage bullion, and keeps statistical records of deposits. Writes letters and reports, corresponds with depositors; receives and records deposits and determines their acceptability. Examines validity of supporting documents.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Head, Cash & Deposits Division	GS-301-10
1	Asst. Hd., Cash & Deposits Division	GS-301- 9
1	Clerk	GS-301- 4
1	Clerk-Stenographer	GS-312- 3
3	Weigher	

COUNTING & SHIPPING SECTION

Receives, stores and ships new coin to Federal Reserve Banks; receives, stacks and ships fine gold bars. Reviews, separates and processes uncurrent coin.

<u>No. of Pos.</u>	<u>Title</u>
1	Foreman
2	Weigher
1	Machine Operator
1	Helper (General)

DEPOSIT MELTING SECTION

Records, melts, treats, cleans and numbers deposit bars; makes grain recoveries from deposits; returns melted bars to Receiving Room. Casts fine gold deposits into fine bars.

<u>No. of Pos.</u>	<u>Title</u>
1	Deposit Melter
3	Melter "A"
1	Melter "B"

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-10	1
GS- 9	1
GS- 4	1
GS- 3	1
Ungraded	13
Total	17

UNITED STATES MINT - DENVER, TREASURY DEPT.
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ACCOUNTING DIVISION

Responsible for the overall and control accounting of all Mint activities. Scope of work includes General Ledger, Appropriation and Budgetary Control, Cost, Bullion and Minor Metal, Payroll, Leave and Retirement. Control accounts are maintained over all inventories including supplies and equipment.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Head of the Accounting Division	GS-510-12
1	Asst. Hd. of the Accounting Div.	GS-510-11
1	Cost Accountant	GS-510-11
1	Accountant	GS-510- 9
2	Accountant	GS-510- 7
1	Time, Leave & Payroll Supervisor	GS-544-6
1	Time, Leave & Payroll Clerk(Typing)	GS-544-5
1	Clerk-Typist	GS-322-3

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-12	1
GS-11	2
GS- 9	1
GS- 7	2
GS- 6	1
GS- 5	1
GS- 3	1
Total	9

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PURCHASING SECTION

Under the direction of the Assistant Chief Clerk, solicits bids for and purchases supplies, equipment and services.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Purchasing Agent (Stenography)	GS-2020-6

SUPPLY UNIT

Receives, issues and keeps records of materials and supplies. Receives equipment and other incoming shipments.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Supervisory Storekeeping Clerk	GS-2033-6
1	Storekeeping Clerk (Typing)	GS-2033-4

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-6	2
GS-4	1
Total	3

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GUARD FORCE

Patrols building and grounds; operates radio and protective devices, including fire fighting equipment; receives and conducts visitors. Administers first aid in case of accidents.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Guard Supervisor (Capt. of Guard)	GS-085-7
3	Guard Supervisor (Lt. of Guard)	GS-085-6
4	Guard Supervisor (Sgt. of Guard)	GS-085-5
14	Guard	GS-085-4
1	Guard (Vacancy)	GS-085-4
3	Tour Leader (Temporary)	GS-307-3

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-7	1
GS-6	3
GS-5	4
GS-4	15
GS-3	3
Total	26

ASSAY DIVISION

Performs all assaying for institution by either wet or fire methods, including bullion deposits, refinery samples, coinage ingots and sweeps. Manufactures cupsels, silver and copper discs used in process. Performs other chemical analysis when requested. Checks with Superintendent on destruction of dies and taking of pyx samples. Certifies correctness of all payments for bullion made by institution.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Supervisory Chemist (Analytical) (Assayer)	GS-1320-13
1	Supervisory Chemist (Analytical) (Asst. Assayer)	GS-1320-11
1	Chemist (Analytical) (Vacancy)	GS-1320- 9
2	Physical Science Technician (General)	GS-1311- 7
1	Chemist	GS-1320- 6
1	Chemist (Vacancy)	GS-1320- 5

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-13	1
GS-11	1
GS- 9	1
GS- 7	2
GS- 5	2
Total	7

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COINING DIVISION

Performs all operations in the manufacture of coin, from the rolling of ingots to the delivery of coin to the Cash & Deposits Division. Keeps records of metal.

No. of Pos.	Title	Class
1	Supervisory Production Specialist (Supt. of the Coining Division)	GS-1152-13
1	Supervisory Production Specialist (Asst. Supt. of the Coining Division)	GS-1152-12
1	Supervisory Production Specialist (General Foreman, Coining Division)	GS-1152- 9
1	Accounts Maintenance Clerk	GS-520- 6

ROLLING & CUTTING SECTION

Ingots are rolled to proper thickness.

No. of Pos.	Title
1	Foreman
1	Asst. Foreman
8	Roller, 18" Mills
13	Machine Operator, R & C
3	Machine Operator
2	Helper (General)

ANNEALING SECTION

Coin blanks are annealed in furnace, washed in solution and then run through centrifugal dryer. Strips and coils are annealed in gas-fired furnaces.

No. of Pos.	Title
1	Head Annealer
2	Asst. Head Annealer
4	Annealer
1	Machine Operator
1	Helper (General)

COIN PRESS SECTION

Stamps coin and operates upsetting mills.

No. of Pos.	Title
1	Foreman
1	Assistant Foreman
5	Die Setter
15	Pressman
1	Machine Operator

COUNTING & REVIEWING SECTION

Inspects all coin blanks. Counts, sacks and weighs finished coin.

No. of Pos.	Title
1	Foreman
1	Asst. Foreman
1	Weigher
8	Machine Operator
2	Helper (General)

PROCESS WEIGH SECTION

Weights all metal between processes.

No. of Pos.	Title
1	Head Process Weigher
1	Asst. Hd. Process Weigher
2	Weigher
1	Machine Operator

AUTOMATIC SCALES SECTION

Tests coin blanks with automatic weighing machine to make sure coins will be within limits of tolerance.

No. of Pos.	Title
1	Head Automatic Scales Operator and Adjuster
1	Weigher

RECAPITULATION

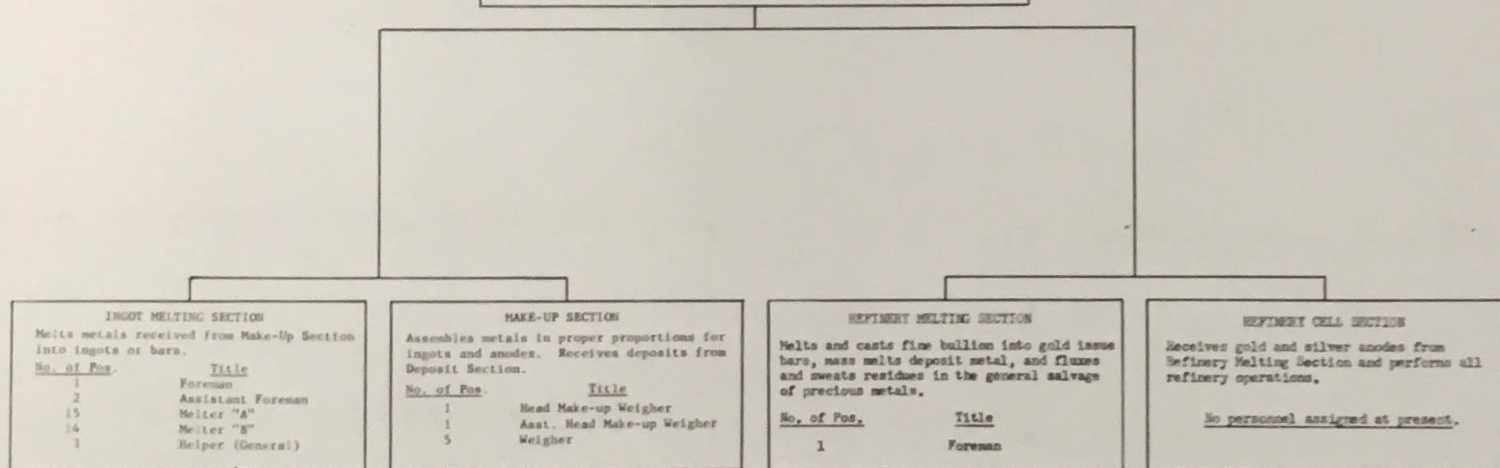
Grade	No. of Pos.
GS-13	1
GS-12	1
GS- 9	1
GS- 6	1
Ungraded	80
Total	84

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MELTING & REFINING DIVISION

Casts coinage ingots, and gold and silver bars; melts uncurrent coin; refines metals contained in bullion deposits. Handles and processes sweeps. Keeps record of bullion and metal on hand and passing through various operations; calculates content of metals in deposits.

No. of Pos.	Title	Class
1	Supv. Prod. Metallurgist (Phys.) (Supt., M&R Div.)	GS-1321-13
1	Supv. Prod. Metallurgist (Phys.) (Assistant Supt., M&R Division)	GS-1321-12
1	Chemist (Analytical) (Vacancy)	GS-1320- 9
1	Accounting Technician	GS-525- 7
1	Sweeps Cellar Operator	



RECAPITULATION

Grade	No. of Pos.
GS-13	1
GS-12	1
GS- 9	1
GS- 7	1
Ungraded	44
Total	48

BUILDING & MECHANICAL DIVISION

Maintains building and grounds. Repairs and services all machinery and equipment. Designs or assists in designing new equipment and preparing proper specifications therefor.

<u>No. of Pos.</u>	<u>Title</u>	<u>Class</u>
1	Mechanical Assistant to Superintendent	GS-1651-12
1	2nd Mechanical Asst. to Superintendent	GS-1651-10
1	Scale Builder & Adjuster "A"	
1	Scale Builder & Adjuster "B"	
2	General Mechanic	
1	Chief Engineer	
4	Engineer, Stationery	
1	Head Bldg. Maintenance Worker	
2	Furnace Builder	
3	Helper, Trades	
6	Laborer (Gustodial)	
1	Helper (General)	
1	Helper (General) (Vacancy)	

MACHINE SHOP SECTION

Repairs all machinery and rebuilds it when necessary.

<u>No. of Pos.</u>	<u>Title</u>
1	Head Tool & Die Maker
1	Asst. Head Tool & Die Maker
4	Tool & Die Maker
1	Machinist "A"
1	Machinist "A" (Vacancy)
1	Machinist "B"

ELECTRICAL SHOP SECTION

Installs, repairs and cleans electric motors, electric wiring and apparatus, including protective alarm system and switchboards.

<u>No. of Pos.</u>	<u>Title</u>
1	Head Electrician
1	Asst. Hd. Electrician
2	Electrician

RECAPITULATION

<u>Grade</u>	<u>No. of Pos.</u>
GS-12	1
GS-10	1
Downgraded	36
Total	38

